

## CHAPTER 6

### TRAVEL WITHIN AND AROUND PERMANENT DUTY STATION (LOCAL TRAVEL)

#### 6-1. General.

a. The following modes of transportation will be considered in the order shown, to the extent that they are available and capable of meeting mission requirements, for round trip travel between the permanent duty station, or residence and any location within the surrounding metropolitan area:

(1) During normal duty hours:

- (a) DoD scheduled bus service.
- (b) Scheduled public transportation (Metrorail or Metrobus).
- (c) DoD motor vehicle.
- (d) Privately owned conveyance.
- (e) Taxicab.

(2) Before or after normal duty hours:

- (a) DoD scheduled bus service.
- (b) Scheduled public transportation (Metrorail or Metrobus).
- (c) Privately owned conveyance
- (d) Taxicab.
- (e) DoD motor vehicle.

b. Except for the use of bus or metro, authorizing official(s) will make a determination of advantage to the Government before travel is authorized by taxicabs, rental cars and privately owned conveyance.

c. Government transportation is that transportation owned, leased, or chartered by any U.S. Government agency.

d. Commercial transportation is transportation commercially owned and operated (e.g., streetcars, buses, trains, subways, taxicabs). Rented automobiles and other special conveyances commercially owned but operated by employees are also considered as commercial transportation.

e. Private transportation is any privately-owned conveyance used by an employee.

6-2. Policy. Generally, a per diem allowance will not be authorized when an employee does not incur additional subsistence expenses because of a temporary duty assignment in the vicinity of, but outside, the permanent duty station regardless of whether or not travel begins or ends at the employee's regular place of duty or residence.

6-3. Local Travel Geographical Areas. Local travel includes travel in Washington DC (all locations within the corporate limits of the District of Columbia; the cities of Alexandria, Falls Church, and Fairfax and counties of Arlington, Loudoun and Fairfax in Virginia and counties of Montgomery and Prince Georges in Maryland); Manassas (all locations in Prince William County); Anne Arundel County, Baltimore City and the counties of Baltimore and Harford, Howard, MD; Berryville and Winchester, VA.

6-4. Approvals.

a. Officials designated in Table 1-1 as approving and/or order authenticating officials will authorize and approve local travel for employees for the purpose of conducting official Government business. Additionally, local travel may be approved by any designated official, in TABLE 1-1, above division chief. If the division chief is a general officer or an SES civilian, authority may be delegated, in writing, to a senior official at the division level or higher.

b. Approving officials may establish procedures for first-line supervisors to review local travel vouchers. Discrepancies or any unreasonable costs should be brought to the attention of the approving official and resolved before local travel vouchers are presented for payment.

c. Approving officials will determine the mode of transportation available that may be used advantageously in the transaction of official business, and ensure that funds are available.

d. Each HQUSACE element will furnish the Finance Office, Military District of Washington (MDW) and the HQUSACE Imprest Fund Cashier an authenticated DD Form 577, Signature Card, for officials who are designated to approve local travel vouchers (Figure J-10, Appendix J).

e. Directors and Chiefs, Separate Offices will establish an annual review of DD Form 577, Signature Card(s) to ensure that cards are current and establish appropriate procedures to ensure that only authorized personnel are designated as approving

officials.

6-5. Criteria Governing Selection of Transportation. Appropriate approving officials in approving the use of local transportation will consider:

a. Mode of transportation providing the most expeditious handling of official business.

b. Relative costs, and,

c. Geographical factors.

d. If Government transportation is available and its use will result in equal or greater advantage to the Government, personnel will be directed to use such transportation. Regularly scheduled Government-operated bus will be used if available.

e. If the use of commercial or private transportation will result in greater advantage to the Government, its use may be authorized.

6-6. Use of Privately Owned Conveyance (POC) Between Home and Alternate Duty Point.

a. When the use of a privately owned conveyance is authorized or approved as advantageous to the Government for travel between the employee's place of abode and an alternate duty point (a duty point within or outside of the employee's permanent duty station other than the regular place of work), instead of reporting to the regular place of work and then to the alternate duty point, the employee is entitled to reimbursement on a mileage basis for the distance traveled between place of abode and the alternate duty point.

b. Travel for a short duration of time, payable from HQUSACE funds NTE two (2) consecutive weeks may be paid from the Imprest Fund Cashier. All other travel will be paid in accordance with paragraph 8-11.

6-7. Use of Privately Owned Conveyance Between Home and Alternate Duty Point and Permanent Duty Station.

a. Home to work transportation can only be authorized by the Secretary of the Army. It is an established rule that employees must place themselves at their regular places of work and return to their residences at their own expense.

b. If the use of a privately owned conveyance is authorized or approved as advantageous to the Government the following will apply:

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(1) Residence to permanent duty station and then to alternate location and return to residence, reimbursement may be authorized from permanent duty station to alternate location to residence.

(2) Residence to permanent duty station and then to alternate location and return to permanent duty station, reimbursement may be authorized for round trip between permanent duty station and alternate location.

(3) Residence to alternate location and then to permanent duty station and return to residence, reimbursement may be authorized from residence to alternate location to permanent duty station. Parking at headquarters may be authorized when it is determined that the use of other modes of transportation are not economical or available.

(4) When an employee parked in a commercial facility is authorized to use a privately owned conveyance, because of official necessity, and is required to pay an additional parking fee to re-enter the commercial parking facility after completion of official business, reimbursement for the parking fee may be authorized.

6-8. Use of Privately Owned Conveyance at Long Term Training Courses. In connection with a long term training assignment of 30 or more calendar days, the employee is entitled to the distance between the place of abode and the training location, if the training location is within commuting distance from the place of abode, provided the use of a privately owned conveyance is determined to be advantageous to the Government.

6-9. Parking Receipts. Receipts for parking will be attached to the local travel voucher.